

Instructions – Herbicide Worksheet

The herbicide worksheet is broken into four sections. The “Private Applicator” sections are for herbicide costs associated with landowners applying a single herbicide or a tank mix of herbicides to their own land. The “Commercial Applicator” sections are for herbicide costs associated with landowners who will be hiring a commercial applicator to apply the herbicide(s) to their land.

Click on “Add” in one of the herbicide sections to start adding a single herbicide or a tank mix of herbicides.

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Application

00982 - AGR NWTF 2012 LC - New TEST

Project Title: 01129 - Jan. 30th LC - NEW_Kj

Program Area: AGR Noxious Weed Trust Fund

Proposal Deadline: 03/16/2012

Instructions

Once the herbicides have been added below, click "Edit" then "Save" in order to make the form ready to be "Marked as Complete". **REMEMBER:** the herbicides listed and approved through the Environmental Assessment process will be the **only** herbicides the grant participants will receive cost share from the grant.

Single Herbicide - Private Applicator [Mark as Complete](#) | [Go to Application Forms](#) [Add](#)

Click on "Add" to enter a herbicide product for this project. Click on "Save" when done, then repeat the steps until all the herbicide products are listed.

Active Ingredients	Cost/oz.	Rate	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Acres Treated	Total Amount	50% Cost Share
							0.00	\$0.00	\$0.00

Herbicide Tank Mix - Private Applicator [Add](#)

Click on "Add" to enter a herbicide product for this project. Click on "Save" when done, then repeat the steps until all the herbicide products are listed.

Herbicide Tank Mix	Cost/Acre	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Acres Treated	Total Amount	50% Cost Share
						0.00	\$0.00	\$0.00

Single Herbicide - Commercial Applicator [Add](#)

Click on "Add" to enter a herbicide product for this project. Click on "Save" when done, then repeat the steps until all the herbicide products are listed.

Active Ingredients	Cost/oz.	Rate	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Application Cost per Acre	Acres Treated	Total Amount	50% Cost Share
								0.00	\$0.00	\$0.00

Herbicide Tank Mix - Commercial Applicator [Add](#)

Click on "Add" to enter a herbicide product for this project. Click on "Save" when done, then repeat the steps until all the herbicide products are listed.

Herbicide Tank Mix	Cost/Acre	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Application Cost per Acre	Acres Treated	Total Amount	50% Cost Share
							0.00	\$0.00	\$0.00

To enter a Single Herbicide for your project follow the steps below:

- 1) Click on the dropdown list for the herbicide Active Ingredients allowed for Trust Fund projects. Select a herbicide.
- 2) Then enter the rate to be used in **ounces** of product per acre. For example, a rate of 1 pint/acre should be entered as 16 ounces/acre or 1 quart/acre should be entered as 32 ounces.
- 3) Select an application type.
- 4) Click on the dropdown list for herbicide additives if you plan to use one with the selected herbicide.
- 5) Select a weed to be treated or select multiple weeds. To select multiple weeds, press & hold down the Ctrl key on your key board while selecting the weeds to be treated.
- 6) Enter the number of acres that will be treated with the herbicide and additives. Click "Save" when done.

The steps are similar for Single Herbicide – Commercial Applicator, except there is one additional box to complete called "Application cost per acre". Enter the dollar amount for the commercial applicator to treat the noxious weeds.

The screenshot shows the 'Application' form for '00982 - AGR NWT 2012 LC - New TEST'. The form includes a header with navigation links (Menu, Help, Log Out, Back, Print, Add, Delete, Edit, Save) and a section for project details (Project Title: 01129 - Jan. 30th LC - NEW_Kj, Program Area: AGR Noxious Weed Trust Fund, Proposal Deadline: 03/16/2012). Below this is an 'Instructions' section. The main section is titled 'Single Herbicide - Private Applicator' and contains the following fields:

- 1) Active Ingredients***: A dropdown menu with a downward arrow icon circled in red. A red note states: 'WebGrants has been set up with the prices for herbicides based on cost of product per ounce from the state herbicide contract.'
- Cost/oz.**: A dropdown menu with a downward arrow icon. A red note states: 'WebGrants calculates this number, do not enter a number.'
- 2) Rate***: A text input field with a placeholder 'Enter ounces (oz)'.
- 3) Application Type***: A dropdown menu with a downward arrow icon.
- 4) Herbicide Additive**: A dropdown menu with a downward arrow icon circled in red. The selected value is 'None'.
- 5) Weeds to be Treated***: A list box containing 'Blueweed', 'Canada Thistle', 'Common Tansy', and 'Curlyleaf Pondweed'. A red note states: 'WebGrants calculates this number, do not enter a number.'
- 6) Acres Treated***: A text input field.

At the bottom right, there is a 'Return to Top' link.

Entering a Herbicide Tank Mix for your project is similar to the Single Herbicide steps except the rate is listed on the same line as the products. You do not enter the rate/acre for the products. For example, the red arrow at the top of the list, is pointing to Chaparral/2,4-D Amine – 3.3oz/32oz that is saying for this tank mix the herbicide Chaparral will be applied at 3.3 oz/acre and 2,4-D Amine will be applied at 32 oz/acre in the tank mix.

These are the approved tank mixes for Trust Fund projects. If your application has other tank mixes and single herbicides you will have to make adjustments in using only those herbicides listed in the dropdowns.

Montana Grants and Loans

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Application

00982 - AGR NWTF 2012 LC - New

Project Title:
Program Area:
Proposal Deadline:

Instructions

Once the herbicides have been added below through the Environmental Assessment process...

Herbicide Tank Mix - Private Application

Click on "Add" to enter a herbicide product for this tank mix.

Herbicide Tank Mix*

Select one.

Chaparral / 2,4-D Amine - 3.3oz / 32oz
Escort / 2,4-D Ester - 0.5oz / 16oz
Escort / 2,4-D Ester - 1oz / 16oz
Escort / 2,4-D Amine 0.5 oz/32oz
Escort/2,4-D Amine 1oz/32 oz
Forefront / Escort - 32oz / 1oz
Milestone / Escort - 5oz / 1oz
Milestone / Escort - 7oz / 1oz
Milestone/2,4-D Amine 7oz/32oz
Milestone/2,4-D Ester 7oz/16oz
Milestone/Escort/2,4-D Amine 7oz/1oz/32oz
Tordon / 2,4-D Amine - 16oz / 32oz
Tordon / 2,4-D Amine - 32oz / 32oz
Tordon / 2,4-D Ester - 16oz / 16oz
Tordon / 2,4-D Ester - 32oz / 16oz
Tordon / Escort - 32oz / 1oz
Tordon / Escort / 2,4-D Amine - 16oz / 1oz / 32oz
Tordon / Escort / 2,4-D Amine - 32oz / 1oz / 32oz
Tordon / Escort / 2,4-D Ester - 32oz / 1oz / 16oz
Tordon / Overdrive - 32oz / 4oz
Tordon / Plateau / 2,4-D Amine - 16oz / 4oz / 32oz
Tordon / Telar - 24oz / 1oz
Tordon / Telar / 2,4-D Amine - 32oz / 1oz / 32oz
Tordon / Telar / 2,4-D Amine - 32oz / 2oz / 32oz

Cost/Acre

DO NOT enter cost.

Application Type*

Herbicide Additive

None

Optional.

Cost/Acre

DO NOT enter cost.

Weeds to be Treated*

Blueweed
Canada Thistle
Common Tansy
Curlyleaf Pondweed

Please press Ctrl + Click to select multiple items

Acres Treated*

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be "Marked as Complete". REMEMBER: the herbicides listed and approved give cost share from the grant.

aps until all the herbicide products are listed.

When finished with this entry, click on "Save". Repeat these steps until you are done adding herbicides to this form.

You can review, update, or delete a herbicide entry on this form by clicking on the name of the product(s) that are listed on your herbicide form. Continue to Page 5 of these instructions for more detail.

Instructions
Once the herbicides have been added below, click "Edit" then "Save" in order to make the form ready to be "Marked as Complete". **REMEMBER:** the herbicides listed and approved through the Environmental Assessment process will be the **only** herbicides the grant participants will receive cost share from the grant.

Single Herbicide - Private Applicator
[Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

Click on "Add" to enter a herbicide product for this project. Click on "Save" when done, then repeat the steps until all the herbicide products are listed.

Active Ingredients	Cost/oz.	Rate	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Acres Treated	Total Amount	50% Cost Share
Aminopyralid (Milestone)	2.14285700	7.0	Ground	Hi Lite Blue Dye + Surfactant (non-ionic)	6.00000001	Canada Thistle, Diffuse Knapweed, Meadow Hawkweed, Orange Hawkweed, Spotted Knapweed	150.0	\$3,150.00	\$1,575.00
							150.00	\$3,150.00	\$1,575.00

Herbicide Tank Mix - Private Applicator
[Add](#)

Click on "Add" to enter a herbicide product for this project. Click on "Save" when done, then repeat the steps until all the herbicide products are listed.

Herbicide Tank Mix	Cost/Acre	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Acres Treated	Total Amount	50% Cost Share
						0.00	\$0.00	\$0.00

Single Herbicide - Commercial Applicator
[Add](#)

Click on "Add" to enter a herbicide product for this project. Click on "Save" when done, then repeat the steps until all the herbicide products are listed.

Active Ingredients	Cost/oz.	Rate	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Application Cost per Acre	Acres Treated	Total Amount	50% Cost Share
								0.00	\$0.00	\$0.00

Herbicide Tank Mix - Commercial Applicator
[Add](#)

Click on "Add" to enter a herbicide product for this project. Click on "Save" when done, then repeat the steps until all the herbicide products are listed.

Herbicide Tank Mix	Cost/Acre	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Application Cost per Acre	Acres Treated	Total Amount	50% Cost Share
Escort / 2,4-D Ester 1oz / 16oz	9.50000000	Ground	Hi Lite Blue Dye	4.00000000	Common Tansy, Hoary Alyssum, Houndstongue	\$88.00	110.0	\$11,165.00	\$5,582.50
							110.00	\$11,165.00	\$5,582.50

Totals
If you have selected "Other-County Listed" as a weed to be treated in any of the sections above, click on "Edit" (at top) and enter the name(s) of the County Listed weed(s) you are planning to treat. If you enter more than one weed name, separate each weed name with a comma.

Other-County Listed Weeds

Total Acres Treated: 260.0
Total 50% Share \$5,582.50
Contracted Services

\$1,575.00
Supplies/Materials

If you selected "Other-County Listed" in the Weeds to be Treated dropdown, you will need to list the other-county listed weeds that you plan to treat in this Trust Fund project. To do this, click on "Edit", scroll down to the "Totals" section and enter the county listed weeds that you will be treating.

Notice that WebGrants automatically adds the acres treated from the above sections and puts them in the "Total Acres Treated" box. The same is true for the total cost share dollar amount for Contracted Services (commercial applicator cost share) and Supplied & Materials (private applicator cost share). Those two totals are automatically inserted on the budget form. The matching amounts are not automatically entered and will need to be inserted by the applicant when completing the budget form.

If needed, you can update or delete this herbicide entry. Clicking on “Delete” will remove this entry from the herbicide form. But if you are only updating this herbicide entry you can change all the areas circled in red.

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Application

00982 - AGR NWT 2012 LC - New TEST

Project Title: 01129 - Jan. 30th LC - NEW_Kj
Program Area: AGR Noxious Weed Trust Fund
Proposal Deadline: 03/16/2012

Instructions

Once the herbicides have been added below, click “Edit” then “Save” in order to make the form ready to be “Marked as Complete”. **REMEMBER:** the herbicides listed and approved through the Environmental Assessment process will be the **only** herbicides the grant participants will receive cost share from the grant.

Single Herbicide - Private Applicator

Click on “Add” to enter a herbicide product for this project. Click on “Save” when done, then repeat the steps until all the herbicide products are listed.

Active Ingredients*

Aminopyralid (Milestone)

Select one.

Cost/oz.

2.14285700

DO NOT enter cost.

Application Rate in Ounces per Acre

Rate*

7.0

Enter ounces (oz)

Application Type*

Ground

Herbicide Additive

Hi Lite Blue Dye + Surfactant (non-ionic)

Optional.

Cost/Acre

6.00000001

DO NOT enter cost.

Weeds to be Treated*

Blueweed
Canada Thistle
Common Tansy
Curlyleaf Pondweed

Please press Ctrl + Click to select multiple items

Acres Treated*

150.0

When you are done updating this entry, click on “Save”. If you do not make any changes you can click on the “Back” button or the “Save” button.

Totals

If you have selected “Other-County Listed” as a weed to be treated in any of the sections above, click on “Edit” (at top) and enter the name(s) of the County Listed weed(s) you are planning to treat. If you enter more than one weed name, separate each weed name with a comma.

Other-County Listed Weeds

Total Acres Treated: 260.0

Total 50% Share: \$5,582.50
Contracted Services

\$1,575.00
Supplies/Materials

Automatically transfers to the Budget Form

Automatically transfers to the Budget Form

Department of Agriculture will adjust totals not calculating as whole dollar amount(s) by rounding up or down. Adjust Budget will only be used if contract negotiations are required.

Adjust Budget amount: \$0.00
Contracted Services

\$0.00
Supplies/Materials

If needed, Department staff will make adjustments to calculate herbicide costs to whole dollars. For example, the adjustment for this one would be to add \$0.50 to the Contracted Services. Once all herbicide information is entered for your project, click “Edit”, “Save”, and “Mark as Complete”.

Instructions – Budget Form

The first time you open the Budget Form all the boxes will be empty. To view the Grant Funds for the two Herbicide sections, enter your **In-Kind Contributions** (formerly named In-Kind Activities) in the lower part of the form, and then click on “Save”.

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Application

00982 - Agr NWTF TEST FY12 LC - New

Project Title: 01129 - Jan. 30th LC - NEW_Kj

Program Area: AGR Noxious Weed Trust Fund

Proposal Deadline: 03/16/2012

Requested Total: \$7,157.50

Instructions

ATTENTION: The first time opening the budget form you will enter your budget information, other than herbicide, and then scroll to the bottom of the form to enter information on Total In-kind Contributions, then click "Save" (at top). After you "Save", the form auto-fills the herbicide Grant Funds dollar amount from the Herbicide form. Now, the form will automatically update any changes made on the Herbicide form. Be sure to enter your narrative and matching information in the herbicide sections below.

Budget

Enter your budget information for your project here (narrative character max is 350), then click on "Save" when done with form. Click on "Edit" (at top) to make any changes.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Other	\$0.00		\$0.00	
Supplies & Materials - Other	\$0.00		\$0.00	
Communications	\$0.00		\$0.00	
Travel	\$0.00		\$0.00	
Other Expenses	\$0.00		\$0.00	

Contracted Services - Herbicide

This expense category is only for commercial applicator work in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Herbicide			

Supplies & Materials - Herbicide

This expense category is only for landowner applied herbicides in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds Narrative	Match Funds	Match Funds Narrative
Supplies & Materials - Herbicide			

Total Budget

Expense Category
Total Budget

Total In-Kind Contributions

Provide a narrative describing planned in-kind contributions for the project. Go to "Help" (at top) for more information.

Total In-Kind Contributions:*

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Now you can view the Grant Funds dollar amount that was automatically filled in by WebGrants from the herbicide worksheet. Write this number down so you will have it for the Match Funds fields. Next, click on Edit to open the Budget Form so you can add your matching dollar amounts, narrative information, and other project expenses.

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Application

00982 - Agr NWTF TEST FY12 LC - New

Project Title: 01129 - Jan. 30th LC - NEW_Kj
Program Area: AGR Noxious Weed Trust Fund
Proposal Deadline: 03/16/2012
Requested Total: \$7,157.50

Instructions

ATTENTION: The first time opening the budget form you will enter your budget information, other than herbicide, and then scroll to the bottom of the form to enter information on Total In-kind Contributions, then click "Save" (at top). After you "Save", the form auto-fills the herbicide Grant Funds dollar amount from the Herbicide form. Now, the form will automatically update any changes made on the Herbicide form. Be sure to enter your narrative and matching information in the herbicide sections below.

Budget

Mark as Complete
Go to Application Forms

Enter your budget information for your project here (narrative character max is 350), then click on "Save" when done with form. Click on "Edit" (at top) to make any changes.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Other	\$0.00		\$0.00	
Supplies & Materials - Other	\$0.00		\$0.00	
Communications	\$0.00		\$0.00	
Travel	\$0.00		\$0.00	
Other Expenses	\$0.00		\$0.00	

Contracted Services - Herbicide

This expense category is only for commercial applicator work in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Herbicide	\$5,582.50		\$0.00	

Supplies & Materials - Herbicide

This expense category is only for landowner applied herbicides in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Supplies & Materials - Herbicide	\$1,575.00		\$0.00	

Total Budget

Expense Category	Total Grant Funds	Total Match Funds
Total Budget	\$7,157.50	\$0.00

Total In-Kind Contributions

Provide a narrative describing planned in-kind contributions for the project. Go to "Help" (at top) for more information.

Total In-Kind Contributions: In-kind match will be based on the landowners doing the work themselves. They have three spray-days planned. During this time there will be a mass effort to control noxious weeds in the project area. In addition, the county and private landowners will be providing equipment for the spray days including sprayers, trucks, and four-wheelers.

Last Edited By: Kay Kim, 02/03/2012

Now enter the narrative for the **Grant Funds** and **Match Funds** along with the matching dollar amount that you have for the grant project. Please remember to complete the narrative information for **BOTH** the grant dollars you request and the matching dollars that you have for the project. The upper section of the Budget Form is for expenses that are not herbicides, such as survey work, mapping, or other expenses associated with the grant project. When done click "Save".

Menu | Help | Log Out
Back | Print | Add | Delete | Edit | **Save**

Application

00982 - Agr NWTF TEST FY12 LC - New

Project Title: 01129 - Jan. 30th LC - NEW_Kj

Program Area: AGR Noxious Weed Trust Fund

Proposal Deadline: 03/16/2012

Requested Total: \$7,157.50

Instructions

ATTENTION: The first time opening the budget form you will enter your budget information, other than herbicide, and then scroll to the bottom of the form to enter information on Total In-kind Contributions, then click "Save" (at top). After you "Save", the form auto-fills the herbicide Grant Funds dollar amount from the Herbicide form. Now, the form will automatically update any changes made on the Herbicide form. Be sure to enter your narrative and matching information in the herbicide sections below.

Budget (expenses that are not herbicides)

Enter your budget information for your project here (narrative character max is 350), then click on "Save" when done with form. Click on "Edit" (at top) to make any changes.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Other	\$0.00		\$0.00	
Supplies & Materials - Other	\$0.00		\$0.00	
Communications	\$0.00		\$0.00	
Travel	\$0.00		\$0.00	
Other Expenses	\$0.00		\$0.00	

Contracted Services - Herbicide

This expense category is only for commercial applicator work in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Herbicide	1/2 the cost for commercial application.	5582.5	cost share provided by landowners.

Supplies & Materials - Herbicide

This expense category is only for landowner applied herbicides in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds Narrative	Match Funds	Match Funds Narrative
Supplies & Materials - Herbicide	1/2 the cost of herbicide for the project.	1575	cost share provided by landowners.

Total Budget

Expense Category
Total Budget

Total In-Kind Contributions

Provide a narrative describing planned in-kind contributions for the project. Go to "Help" (at top) for more information.

Total In-Kind Contributions: In-kind match will be based on the landowners doing the work themselves. They have three spray-days planned. During this time there will be a mass effort to control noxious weeds in the

When the Budget Forms is completed correctly and you are ready to go to the next form, click on "Mark as Complete".

Budget				
Mark as Complete Go to Application Forms				
Enter your budget information for your project here (narrative character max is 350), then click on "Save" when done with form. Click on "Edit" (at top) to make any changes.				
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Other	\$0.00		\$0.00	
Supplies & Materials - Other	\$0.00		\$0.00	
Communications	\$0.00		\$0.00	
Travel	\$0.00		\$0.00	
Other Expenses	\$0.00		\$0.00	

Contracted Services - Herbicide				
This expense category is only for commercial applicator work in the project and REQUIRES a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.				
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Herbicide	\$5,582.50	1/2 the cost for commercial application.	\$5,582.50	cost share provided by landowners.

Supplies & Materials - Herbicide				
This expense category is only for landowner applied herbicides in the project and REQUIRES a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.				
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Supplies & Materials - Herbicide	\$1,575.00	1/2 the cost of herbicide for the project.	\$1,575.00	cost share provided by landowners.

Total Budget		
Expense Category	Total Grant Funds	Total Match Funds
Total Budget	\$7,157.50	\$7,157.50

Total In-Kind Contributions	
Provide a narrative describing planned in-kind contributions for the project. Go to "Help" (at top) for more information.	
Total In-Kind Contributions:	In-kind match will be based on the landowners doing the work themselves. They have three spray-days planned. During this time there will be a mass effort to control noxious weeds in the project area. In addition, the county and private landowners will be providing equipment for the spray days including sprayers, trucks, and four-wheelers.

Last Edited By: Kay Kim, 02/03/2012